

**Core Staff Agenda - 12/12/2018**  
**9:00 am Student Services Conference Room (SSC) 106**

Attendees: Karen Franklin, Ken Maguire, Mike Martinez, Linde Newman, Donna Oracion, and Rebecca Schneider

- **Graduation Speech (Sara Hankins)**

Sara presented the speech she will give at graduation tomorrow. It was about 7 minutes long and Dr. Maguire indicated that was just perfect, so she wouldn't need to rush it for graduation. Mike added that she should use the sound system during practice tomorrow morning at the Civic Center since the system is new.

  - **Graduation Last-Minute Details**

Mike indicated that there are still some unknowns about how graduation will flow because they have not been able to see the space in its entirety yet.
  - **CCB/BOR Dinner, Pasta Café, 5:00 pm**

Members of the Community College Board attending graduation will have dinner with members of Board of Regents and ENMU System officials who will be in town for graduation. Core Staff have been invited to the dinner, as well.
  
- **Joint Advisory Boards Meeting/Strategic Planning Dinner Recap**

Dr. Maguire announced that the campus has been invited to attend a meeting next Tuesday to categorize the data that was collected at the dinner. Attendees of the meeting will be divided into five groups so that each group reviews information from one of the five questions discussed at the November 29 dinner to find themes within the comments. The group will then create usable statements that will be incorporated into the strategic planning process. Dr. Maguire asked that people be encouraged to attend Tuesday's meeting. He added that information from the Listen & Learn sessions will be kept separate from this data for the time being.
  
- **2019-2020 Academic Calendar**

Dr. Maguire reported that the start date and end date of the 2019-2020 academic calendar will be the same as the Portales campus. As a result, this will add a week of instruction for ENMU-Roswell. One option to counter-act this would be to have classes on the Monday of Thanksgiving, but no classes on Tuesday of that week. Another option would be to have classes on both Monday and Tuesday of Thanksgiving week. The Board of Regents have approved the campus being closed on the Wednesday of Thanksgiving week.
  
- **2019-2020 Holiday Schedule**

As mentioned above, the Board of Regents approved an additional holiday of the Wednesday before Thanksgiving. It is important for our campus to align with RISD. However, the State allows for a specific number of holidays. Karen will follow up and report back once she has that information. This will be discussed again at the January 2 Core Staff meeting.
  
- **MOU's to be In Place / Revised for 2020**

Great Western, Early College, and Dual Credit are all yearly contracts. This will be discussed in more detail at the January 2 meeting.
  
- **December 14 Holiday Gathering, 11:00 am, CUB**

Offices can close for the holiday gathering and lunch on Friday if everyone from that office is attending the lunch. However, the campus will remain open until noon and anyone not attending the holiday gathering will be expected to work until noon.

- **Draft agenda for January 11 In-Service, ITC**
  - Campus Facility Master Plan (Hal Barnett, ASA Architects)
  - Graduate Presentation (Robert Moore)
  - Cost / Savings of Construction Projects (Scott Smart)
  - Mental Health First Aid (Bob Phillips)
  - Mental Health Services on Campus (Bob Phillips)
  - Everbridge (Jacob Puckett)
  - Emergency Management Responses (Bradley Mulden)
  - Clery Act Requirements (Bradley Mulden)
  - Title IX (Linda Neel)
  - Strategic Plan (Shawn Powell)
  - Student Satisfaction Survey (Todd DeKay)
  - Performance Review Timeline (Rebecca Schneider)
  - Service Awards (HR)

A notice will be sent out soon reminding everyone of the in-service meeting with an estimated timeframe so people can plan appropriately.

- **AACC 99<sup>th</sup> Annual Convention, April 13-16, 2019, Orlando FL**  
Dr. Powell wants the senior staff to attend the AACC convention in April. The hotel must be booked through the convention. Please let Linde know if you are able to attend and she will get everyone registered for the conference and the hotel.
- **CCB / BOR Agenda Items**  
Agenda items for the January 16 Board of Regents meeting are due on January 2, the day we get back from break. CCB will not meet in January or February. It was determined that a conversation is needed with Dr. Powell and perhaps Mireya Trujillo for guidance and clarity on how and when agenda items are to be presented to CCB. Linde will schedule the meeting.
- **University Council Update**  
The University Council will meet on January 28 and revisit HR items that were tabled at the last meeting. They will also discuss council policies and the new mission and vision statements will be incorporated.
- **Personnel Actions**  
Second interviews are in process for the Director of the One-Stop Center. The Registrar position is being posted, and the Recruiter position is open. An offer has been made to an individual for a Student Services Specialist. Two Talent Search Program Specialist positions are being advertised. The Chief Flight Instructor, the new Director of Campus Security, and the Independent Living Specialist & Tutor will begin in January. Work is in process to have offices, computer access, etc. ready when new person starts so there is little to no delay.

## **Upcoming events**

- December 13, 7:00 pm, Civic Center — Graduation
- December 14, 11:00 am, CUB — Holiday Gathering
- January 10, OTC 124 — Faculty In-Service
- January 10, 6:00 to 8:00 pm, ITC — Community outreach for strategic planning with Chambers of Commerce
- January 11, 8:00 am-12:00 pm, ITC — Faculty/Staff In-Service
- April 13 to 16 — AACC Conference in Orlando
  
- Planning
  - 2018-2019
    - Strategic Planning – started October 23, 2018 and complete by July 2019
    - Campus Master Planning - start Fall 2018 and complete by July 2019
  
  - 2019-2020
    - Data Governance – formally start August 2019 – (initial discussion fall 2018 with HEDW conference attendance in April 2019)
    - HLC Focused Site Visit date TBD
    - Strategic Enrollment Planning – start August 2019 and complete by December 2020
  
  - 2020-2021
    - HLC Focused Site visit date TBD